



Minor Subdivision Plat Application

Louisville Metro Planning & Design Services

Case No.: _____ Intake Staff: _____

Date: _____ Fee: _____

Applications are due on Mondays at 2:00 p.m. in order to be processed that week. Once complete, please bring the application and supporting documentation to: Planning and Design Services, located at 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <http://www.louisvilleky.gov/PlanningDesign>.

Project Information:

The purpose of this
minor plat is: _____

Project Name: _____

Primary Project Address: _____

Additional Address(es): _____

Primary Parcel ID: _____

Additional Parcel ID(s): _____

Total number of lots created: _____ The subject property contains _____ acres.

Existing Zoning District: _____ Existing Form District: _____

Deed Book(s) / Page Numbers²: _____

Number of Adjoining Property Owners (APOs): _____

Has the property been the subject of a previous development proposal (e.g., rezoning, variance, appeal, conditional use permit, minor plat, etc.)? *This information can be found in the Land Development Report (Related Cases)*¹ ☐ Yes ☐ No

If yes, please list the docket/case numbers:

Docket/Case #: _____ Docket/Case #: _____

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Contact Information:**Owner:** ☐ *Check if primary contact***Applicant:** ☐ *Check if primary contact*

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Primary Phone: _____

Alternate Phone: _____

Alternate Phone: _____

Email: _____

Email: _____

Owner Signature (required): _____**Attorney:** ☐ *Check if primary contact***Plan prepared by:** ☐ *Check if primary contact*

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Primary Phone: _____

Alternate Phone: _____

Alternate Phone: _____

Email: _____

Email: _____

Certification Statement: A certification statement must be submitted with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, _____, in my capacity as _____, hereby
representative/authorized agent/other

certify that _____ is (are) the owner(s) of the property which
name of LLC / corporation / partnership / association / etc.

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: _____ Date: _____

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

Please submit the completed application along with the following items:

Project application and description

- ☐ Land Development Report¹
- ☐ A copy of the current recorded deed(s) for all property included in the subdivision (*must show end of document stamp on last page*)²
- ☐ A justification statement for all waivers requested with this plat (*staff will determine if waivers are required upon review of the application*)

Minor plat (please refer to the minor plat requirements on page 4)

- ☐ Eight copies of the Minor Subdivision Plat, created by a Professional Land Surveyor registered in Kentucky. (Standard Format Plat is 8.5" x 14". Large Format Plat is 24" x 36". The plat will not be accepted in any other size format.)

Fee (Cash, charge or check made payable to the Department of Codes & Regulations)

- ☐ \$125 (Standard Format Plat), \$200 (Large Format Plat), or \$0 (Dedication of right-of-way only)

If a DRC Public Hearing is required (to be determined by case manager upon review of application)

- ☐ \$75 DRC Review Fee + \$1 per Adjoining Property Owner
- ☐ One set of mailing label sheets for: 1st tier Adjoining Property Owners (APOs)³ and those listed on the application.
- ☐ One copy of the APO mailing label sheets

Resources:

1. Detailed instructions to obtain a Land Development Report are available online at: <http://www.louisvilleky.gov/PlanningDesign/IWantTo/Find+a+Zoning+District.htm>
2. Deeds and plats can be found at the Jefferson County Clerk's Office, located at the 2nd floor of Metro Hall (527 West Jefferson Street, telephone: 502-574-6220). Many deeds, plats and other records are available online at: <http://www.landrecords.jcc.ky.gov/records/S0Search.html>
3. Property ownership information can be found at the Property Valuation Administrator (PVA) office at 531 Court Place, Suite 504. Instructions to obtain APO information: <http://www.louisvilleky.gov/PlanningDesign/APO>

Minor Plat Requirements:

Plats must be drawn to engineer's scale

Description

- ☐ Purpose statement
- ☐ Title of the Plat
- ☐ Owner's name and address
- ☐ Surveyor's name and address
- ☐ Site Address
- ☐ Tax block and lot number
- ☐ Zoning & Form District of property
- ☐ Source of Title
- ☐ Plat date
- ☐ Revision date

Map Elements

- ☐ North Arrow
- ☐ Vicinity Map
- ☐ Legend
- ☐ Plat Scale

Site Information & Labels

- ☐ Street names
- ☐ Property lines with bearings and distances
- ☐ Resulting lots and area, with each lot enumerated
- ☐ Location, ownership, deed book & page of all adjacent property owners
- ☐ Right of way / sidewalks (with widths shown)
- ☐ Acreage of site
- ☐ Existing structures' location, dimensions, use, and distance to property lines

Certificates

- ☐ Land Surveyor's Certificate
- ☐ Certificate of Approval

MSD Requirements

(All items shall be checked as included or marked N/A)

- ☐ Existing MSD Easements
- ☐ Proposed MSD Easements
- ☐ Limits of FEMA and/or Local Regulatory Floodplains, or note stating "The site is not within a 100-year flood elevation"